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UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration
Washington 25, D.C.

NUMBER 233

June 30, 1950

PMA PROCEDURE TRANSMITTAL AND CHECK SHEET

NOTICES

Effective June 27, 1950, all PMA Area Offices previously located at 30 Van Ness Street, San Francisco, California, moved to 333 Fell Street, San Francisco, 2, California. The telephone numbers remain unchanged.

Offices included in the move are: Office of Compliance and Investigation, Food Distribution Programs Branch, Information Branch, and Area Management Office, including its Budget, Administrative Services and Personnel Divisions. The PMA Commodity Office moved several weeks ago.

USDA
ADMIN.SERIES
NO. 8
June 1950

TALKS - A GUIDE TO MORE EFFECTIVE SPEAKING: This is an issuance of the Office of Personnel of the Department. Its primary purpose is to assist those in the Department in the preparation and deliverance of speeches. It is written in an interesting informal manner, that is easy to follow, and contains some very worthwhile suggestions. Requests for additional copies should be made to Office of Personnel Services, Training Division. DISTRIBUTION: A, B.

ADMINISTRATIVE JACKETED CORRESPONDENCE: This Administrative Notice
NOTICE NO.171 calls attention of all employees who handle correspond-
6-23-50 ence to the need for handling jacketed correspondence promptly. DISTRIBUTION: A, B. (Distributed Separately)

ADMINISTRATIVE TRANSFER OF CERTAIN GRAIN BRANCH PROCUREMENT RESPONSIBILITIES: This Administrative Notice announced that
NOTICE NO. 172 effective as of the close of business June 30, 1950,
6-26-50 the Department of the Army and ECA will assume responsibility for procurement of all flour required by other agencies which was previously obtained through PMA supply operations. Also, effective July 1, 1950, any future supply procurement operations for peas, dry edible beans and rice will be performed by the PMA Commodity Offices. DISTRIBUTION: A, B. (Distributed Separately).

NEW AND REVISED INSTRUCTIONS

113.1
EXHIBIT A
1-10-50

PMA STATE OFFICES AND CHAIRMEN: On page 1, change the address of the Colorado PMA State Office to:
950 Broadway
Denver, 3, Colorado
DISTRIBUTION: A, B.

NEW AND REVISED INSTRUCTIONS (CONT'D)

- 116.1 DIRECTORY OF ADMINISTRATOR'S FIELDMEN: Change the
9-8-49 headquarters of Robert S. Reed from 129 8th Avenue
 Change North, Nashville, 3, Tennessee, to:

 1606 Greenup Street
 Covington, Kentucky.
 DISTRIBUTION: A, B.
- 116.2 DIRECTORY OF PMA COMMODITY OFFICES: Ralph DeWolfe, who
11-18-49 was named Acting Director of the New York PMA Commodity
 Change Office last February, has been appointed Director of
 that Office. On page 3, of PMA 116.2 under NEW YORK,
 draw a line through the word "Acting". DISTRIBUTION:
 A, B.
- 212.1 PREPARATION OF LETTERS OF AUTHORIZATION: Paragraph
9-2-49 IV C has been revised to incorporate allowance of a
 Revised ~~maximum~~ rate of four (4) cents per mile (in lieu of
 pages 5 & 6 payment on a comparative cost basis) when common
 carrier is available and the traveler elects to use
 a privately-owned automobile. Remove pages 5 and 6
 dated 9-2-49 and insert the pages 5 and 6 dated
 6-15-50. DISTRIBUTION: A, B.
- CHANGE IN The revision of the Procedure Classification and Filing
NUMBERS OF Chart which becomes effective on July 1, 1950, will
CURRENT require changes in the identification number of many
INSTRUCTIONS current instructions. For the convenience of manual
 holders, two Change Lists are attached, showing the
 old (i.e., prior to 7-1-50) and the new (i.e., subsequent
 to 6-30-50) numbers for each current instruction.
- On Change List A, the instructions are listed in
 old number order, with the corresponding new number
 in a parallel column. On Change List B, the
 instructions are list in new number order, with
 the corresponding old number in a parallel column.
 DISTRIBUTION: A, B.

FORMS MANUAL INSERTION

- PMA 291a INSTRUCTIONS TO PACKAGING AND PROCESSING CONTRACTORS
6-9-50 (Preparation and Distribution of PMA 291, Weekly
 Performance Report). Remove the Forms Manual

FORMS MANUAL INSERTION (CONT'D)

PMA 291a insertion dated 10-8-46 for PMA 291a and insert the
(Cont'd) attached revision dated 6-9-50. DISTRIBUTION: A. B.

OBSOLETE INSTRUCTIONS

PMA Manual Instructions declared obsolete at the close of business
June 30, 1950:

<u>NUMBER</u>	<u>TITLE</u>
103.1	PROCEDURE SYSTEM
103.2	DISTRIBUTION AND MAINTENANCE OF PMA MANUAL ISSUANCES
103.3	FORMATS AND EDITORIAL STANDARDS FOR PMA PROCEDURE ISSUANCES
109.1	REPORT OF LEGISLATIVE DEVELOPMENTS
111.25	CCC FIELD ORGANIZATION
111.26	FUNCTIONS AND RESPONSIBILITIES OF THE CONTROLLER
111.28	ASSIGNMENT OF RESPONSIBILITIES FOR GOVERNMENT-OWNED PROCESSING PLANTS
111.29	ESTABLISHMENT OF ASSISTANT ADMINISTRATOR FOR MANAGEMENT
111.30	REASSIGNMENT OF RESPONSIBILITY FOR COORDINATION OF PMA STATE SERVICE PROJECTS FROM THE MARKETING RESEARCH BRANCH TO THE OFFICE OF THE ASSISTANT ADMINISTRATOR FOR MARKETING
111.31	ORGANIZATION FOR MANAGEMENT
111.32	FUNCTIONS OF THE MARKETING AND FACILITIES RESEARCH BRANCH
112.5	ORGANIZATION OF THE HAWAIIAN AREA
113.2	TRANSFER OF FUNCTIONS TO PMA STATE OFFICES
114.1	FOOD DISTRIBUTION PROGRAMS IN THE CARIBBEAN AREA
115.4	ORGANIZATION OF MARKET NEWS SERVICE JOINT OPERATING COMMITTEES
120.4	APPOINTMENT OF REPRESENTATIVE OF OFFICE OF THE SECRETARY IN THE PACIFIC NORTHWEST
120.6	AUTHORITY TO SIGN, TERMINATE OR CANCEL DIRECT DISTRIBUTION AGREEMENTS
129.8	DIRECT CHARGES FOR LOSSES SUSTAINED BY THE GENERAL COMMODITIES PURCHASE PROGRAM
445.2	PRIORITY FOR URGENT TELEPHONE TOLL CALLS
613.2	ANNOUNCEMENT OF SALES OF CCC-OWNED STOCKS

Transportation and Warehousing Branch Instruction declared obsolete:
TW 627.1 CLAIMS ADJUDICATION IN CCC FIELD OFFICES

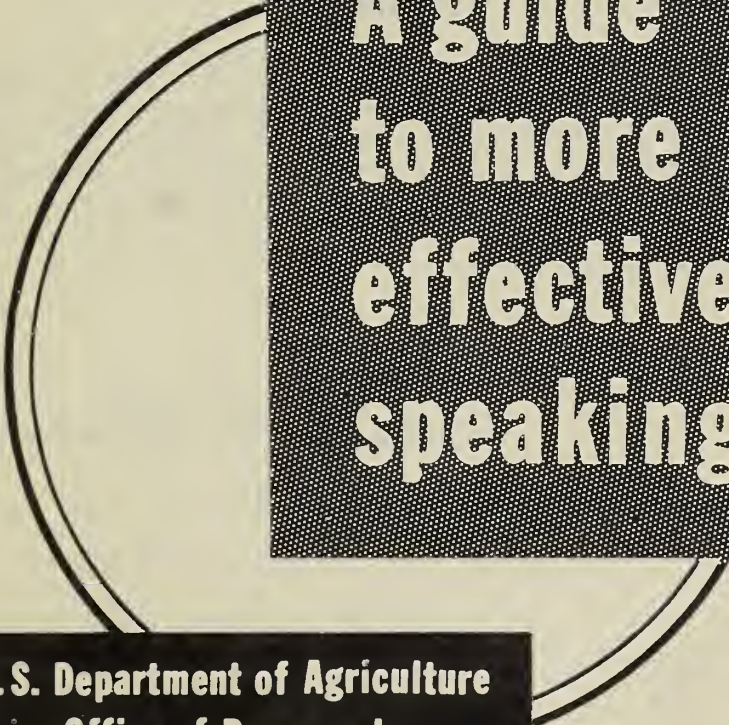
OBSOLETE FORMS

A list of obsolete forms dated June 30, 1950, is being distributed with this Procedure Transmittal and Check Sheet, for addition to "Obsolete Forms Supplement 1", dated February 15, 1950.
DISTRIBUTION: A, B.

* * *

This is the final Procedure Transmittal to be issued. In accordance with Instruction 110-1 a procedure check list will be issued in its place showing the material distributed, declared obsolete, et cetera, during a specific period.

TALKS



**A guide
to more
effective
speaking**

**U.S. Department of Agriculture
• • • Office of Personnel • • •
• • • • • Washington, D.C.**

FOREWORD

Speaking in conferences, at staff meetings, and before groups of farmers is a frequently occurring job of technicians and supervisors. This pamphlet contains a few simple suggestions which will help us do a better job. A well prepared and well presented talk before groups will often save hours of individual work. Thus, we save time and increase our efficiency. It is to this end that we make this self-training device available to you.

Charles F Brannan

Secretary

OUTLINE

HOW TO PREPARE A TALK

	Page
STEP I -- GET THE SITUATION STRAIGHT - - - - -	1

Learn about program on which you are to appear.
What does the Program Committee hope to accomplish?
How much time? When? Where? Who?
Will there be a discussion or question period?
Have a specific purpose in mind.

STEP II -- PREPARE YOUR PLAN - - - - -	2
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Have three-part plan - introduction, body, conclusion.
Construct body of speech first, introduction second, conclusion third.
Build speech around carefully selected key points in proper sequence.
Summarize notes on 3x5 card.
Use appropriate visual aids.
Aim plan toward objectives.

STEP III -- PRACTICE - - - - -	7
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Use notes sparingly -- do not memorize.
Keep audience and objective in mind as you practice.
Be optimistic.
Practice builds confidence.

DELIVERY OF SPEECH

STEP IV -- EFFECTIVE DELIVERY - - - - -	8
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Be calm -- relax physically and mentally.
Speak naturally.
Speak to listeners and not at them.
Use your plan - don't ramble.
Remember, HOW you speak is as important as WHAT you say.

RESULTS

STEP V -- EVALUATE SPEECH - - - - -	10
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"Will it help me do my job?"
Did you attain your objective?
What part was best?
What part was weakest?

Other Suggestions - - - - -	11
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HOW TO PREPARE A TALK

STEP 1. GET THE SITUATION STRAIGHT

A. ASK QUESTIONS of the person who invites you to talk. A clear understanding of the situation in which you are to talk is the basis for preparing and delivering a good talk. Otherwise one might entirely miss the interest and needs of the group. A speaker who does not understand the situation may be in the position of a marksman shooting at the wrong target.

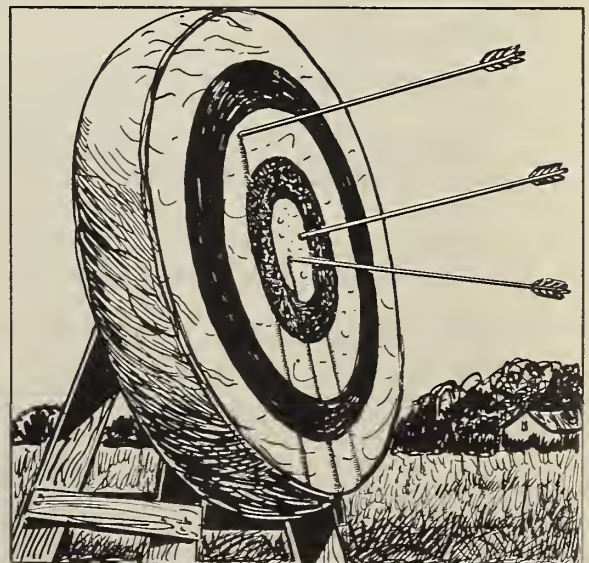
How many people will attend? What vocational fields are they from? What are their primary interests regarding the agricultural program? What other activities will be on the program? How much time will you have? How is the room arranged? What time will the meeting start? On most invitations you will know many of the answers already. It is always a good idea, however, to be sure.



B. GIVE INFORMATION to the chairman or person arranging the meeting. The introduction given you is a factor in the total effectiveness of your talk. To do a good job of introducing you and your subject, the chairman must know something about both. These are a few facts that will help him: (1) Where you live; (2) pertinent experience; (3) county or area in which you operate; (4) the correct name and purpose of your agency. There are other items, many of which depend on the situation. If the chairman does not know these things, see that he has the opportunity to get them.

C. DECIDE ON YOUR PURPOSE. Keep your objective on the level of the group's interests and knowledge. Calculate their interest in the subject and set your objective to the point you feel your talk will expand their interests.

For example, an employee, in talking before a group of farmers might have as his purpose, "to get farmers to understand the provisions of the agency program and to help them select farm practices." Speaking on the same general subject to his civic club, he might broaden his purpose to "show how the program fits into the agricultural needs of the community."



STEP II. PREPARE YOUR PLAN

A. HAVE THREE-PART PLAN. When you complete your outline, it should consist of three major parts:

INTRODUCTION, BODY, AND CONCLUSION

In terms of time for the talk the following illustration shows approximately the percentage that is devoted to each:

INTRODUCTION	BODY	CONCLUSION
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Start the body first, then figure out the introduction, and conclusion later.

B. CONSTRUCT BODY OF SPEECH. Here you will block or arrange the subject matter into three or at most five major topics. Most authorities on speech recommend that a complete outline breakdown of each major topic be made. Each major topic should be supported by examples. Illustrations and personal experiences are a must in any talk. The order of arrangement and the way these are worded should be slanted towards the objective you have established. This will make for continuity and clearness of thought expression. Speech notes need to contain only key ideas for reminders to the speaker. For a talk before a local civic club, an employee might outline the body of the talk as follows:

Body of Talk:

Progress that has been made -- dairy, beef, field crops, land-use.

Planning of current county program -- farmers -- agriculturalists -- major emphasis and why.

Operation of program -- group or community action -- county association -- office services.

Kinds of practices -- examples (Point out on wall map).

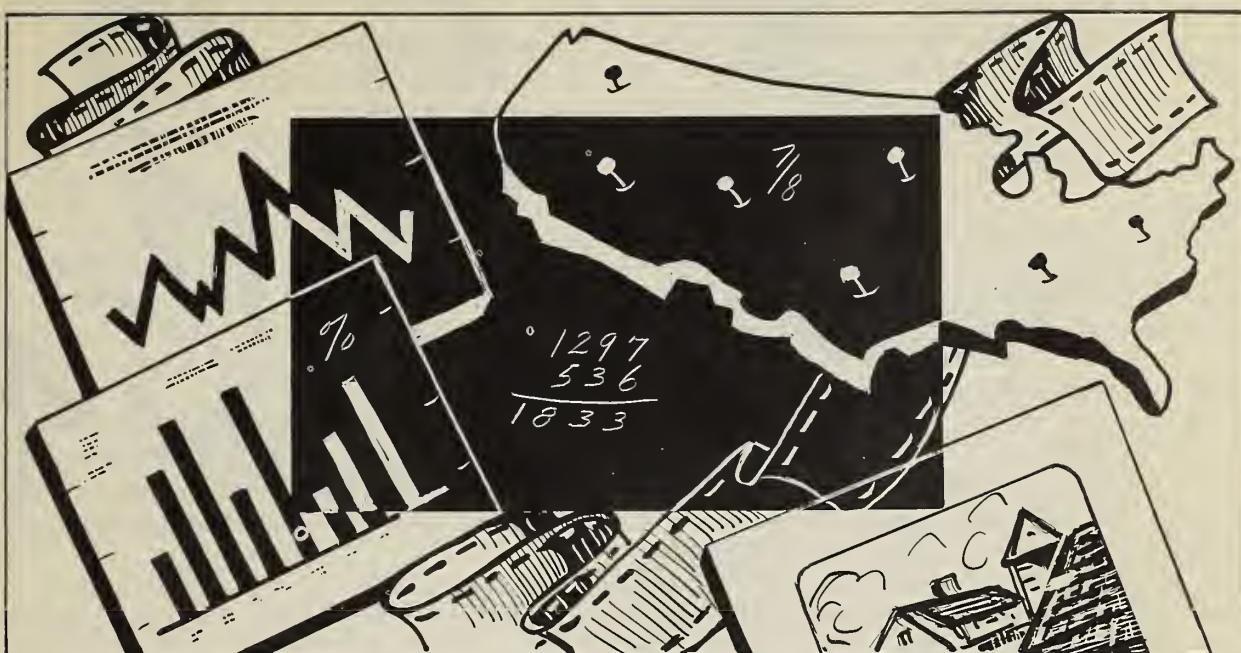
Joe Ragen -- changed use of 50 acres to hay. Give value.

Bill Royhill -- terracing. Mention others.

Blythe Community -- drainage.

Osage Valley -- livestock through pasture development.

This body part might be compared to an automobile without starter or brakes. The starter and brakes will be installed later in the form of the Introduction and Conclusion.



C. VISUAL AIDS MAKE WORDS MORE MEANINGFUL. Let's look further into making the body of the talk more interesting and serviceable. Visual aids make words more meaningful. They add interest, understanding and leave a more lasting impression. Use visual aids without commotion or loss of time. In planning the body of the talk, the points at which visual aids are to be used are very important. Here are a few aid possibilities for the body of the talk:

A large county map hung high enough and in a location for all to see.

A few enlarged pictures of practices on farms that have been improved.

A blackboard - for jotting down numbers, or making a rough outline map of county.

A large wall chart outlining practices - may be roughly lettered but all letters should be at least 5/8" in height.

35mm slides with slide projector - only when pictures are available that relate directly to your objective.

Specimens or models - small bundle of a new hay crop, soil profiles, etc.

As with talking visual aids can be overdone. Most talks need one or two basic aids such as a map or an outline chart of major points. Select only those visual aids which you need and will use.

Now that you have prepared the main body of your talk -- you are ready to build up the beginning.

D. CONSTRUCT BEGINNING. There are few moments that compare with the possibilities of the beginning moments between a speaker and his audience. The situation is in the speaker's favor. The audience WANTS an informative and interesting talk.

You know how to greet a friend when you see him on business. You give him your attention. Your facial expressions, actions, and voice indicate you are glad to see him. Your eyes meet in friendly and sincere fashion as you say, "Hello, John."



Next, you probably discuss briefly things you have in common, the dry spell, Japanese beetles, or his main interest--his dairy herd. These two stages bring you together. He knows you have come to him for more than just greeting him. So you make a clear introductory statement of your business. It is not complete as to detail just yet, but it gives him your purpose and gets his attention. It arouses his interest. That is, it does if you have the situation straight. He has a large corn crop and you have an extra hay rake - you would like to arrange a trade.

Your speech beginning is as easy as that. With a definite objective in mind, your beginning with the group can be just as natural as your meeting an individual.

This adds the "starter" to the speech - its object is to bring your audience and you together, stimulate their interest, and develop an understanding of your business for the day.

Outline notes such as this should be written:

Introduction to Talk - "The Agricultural Program in Adair County."

Enjoy visiting with people who show interest in civic and rural advancement.

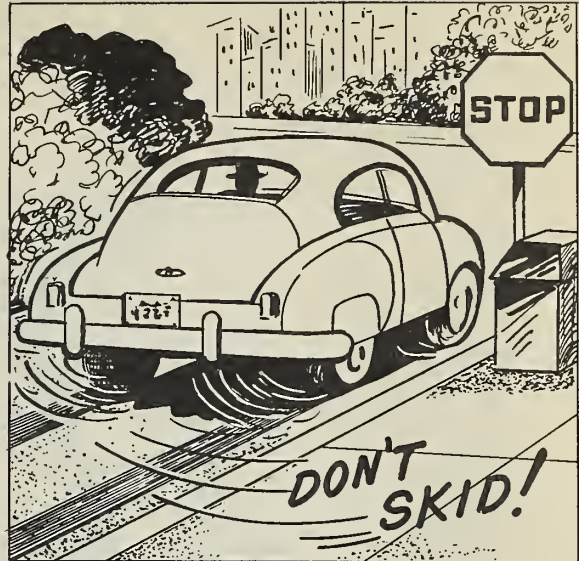
Many of you have worked either directly or indirectly on parts of this program - farm owners, handle materials, etc.

Many knew programs during depression, recovery, and war. As in the past - program farmer-planned and farmer-operated.

My job now is to point out how the program is designed to meet the farm needs and for the general betterment of our community.

E. CONCLUSION. Someone has said that in the introduction you tell them what you are going to tell them; in the body of the talk you tell them; and in the conclusion, you tell them what you have told them. The remembrance of ideas is increased by satisfactory repetition.

Repetition of the same ideas said in the same words, however, can become boring. Used in the right degree, however, repetition is one of the most effective methods in speaking. You will have to be the judge of the extent of repetition in each talk. The conclusion should be thorough, but brief. Your conclusion must encompass the entire talk and restate the central theme.



Now let's install and adjust the brakes. Glance over your introductory notes and the notes you have made on the body of your speech. Try to get the feel of making the talk - how you can end it successfully. You started with a central theme or purpose in your introduction. In the body outline you broadened your materials or ideas to develop the central theme. The job is to pull the threads together into the conclusion.

Again we might compare the conclusion to taking leave of an individual. "That's good, I'll be over Tuesday and bring the rake, and pick up the corn."

Make notes for your conclusion. Here is a typical outline for a conclusion:

Total number of farmers in program.

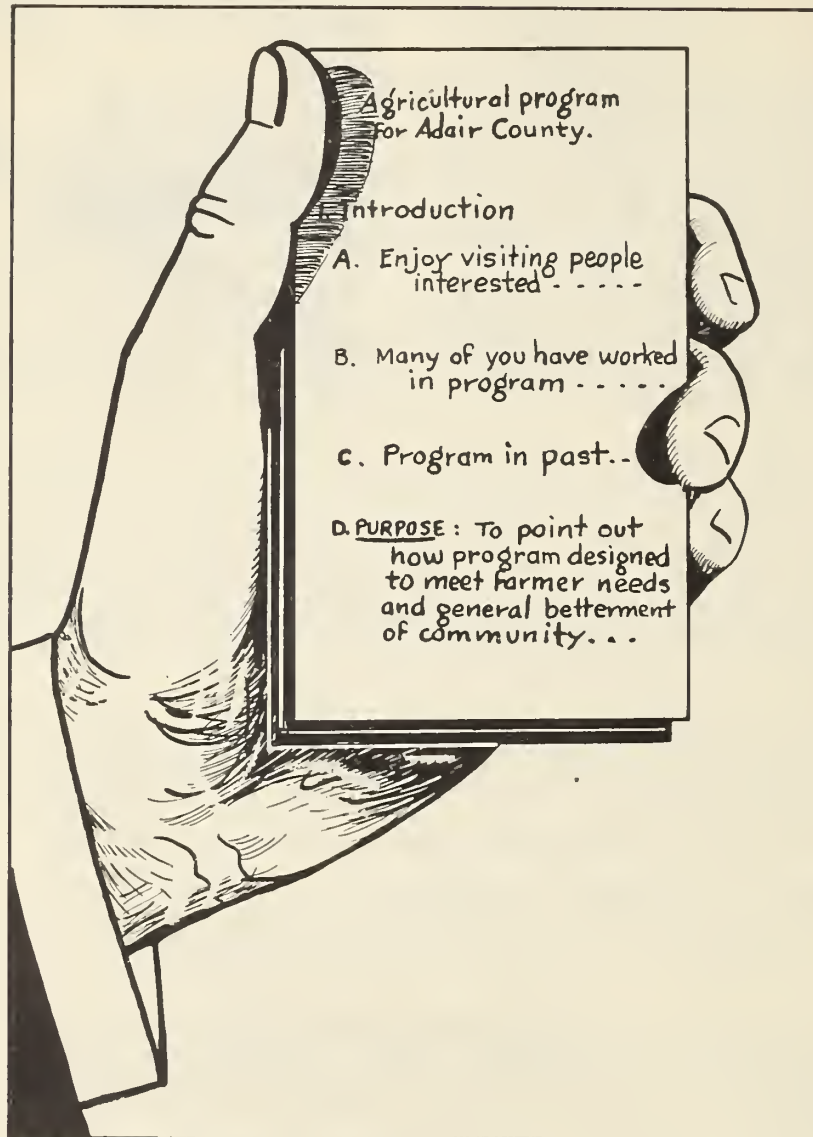
Farmers' attitudes as a result of these achievements.

The county committee believes that the program is a sound approach in utilizing the Federal money, the farmers' money, labor, materials, and soils, towards a permanent and profitable agriculture.

This attained - every consumer, business and professional man will be benefited - show how.

If you want further information - any committeeman - the county office - other agencies.

F. REWRITE OUTLINE NOTES. Take the notes you have been making and group them on 3 x 5 inch cards or paper. These notes are only sign posts - but are very important to most speakers.



Altogether, you may have as many as five cards. Such notes glanced at occasionally are not objectionable - not nearly as objectionable as off-the-cuff rambling. Leave room on the first card for introductory ideas that might occur to you at the meeting.

STEP III. PRACTICE

Good speeches do not happen by accident. They are prepared, and preparation includes some practice. There are several ways of getting this practice. We will mention a few. If you haven't already used these suggestions, you may not like them at first. Those who do have the nerve to practice are well repaid.

In your practice, use your own words, and be natural. If you attempt to use your written expressions or another fellow's vocabulary, they will likely trip you. Consider your notes as a framework - your personality, your words, and your manners are the vital materials in completing the structure.



A. Hold your cards in your hand and go over in your mind the things you might say.

B. Stand on your feet in front of a mirror and "say" your speech to that guy (time yourself).

C. While your wife is getting dinner - say it to her. If she does not have time to listen, get one of the children. If you can interest them, you've done something.

D. Ask yourself what's wrong - correct it.



Here is a word of encouragement -- if it now sounds not worse than "half bad", chances are very bright for you to make an excellent talk. You may now put these cards in your pocket with confidence that you will make a good talk.

DELIVERY OF SPEECH

STEP IV. EFFECTIVE DELIVERY

It is assumed that you will read these suggestions at time of preparation and that they will be included in your practice.

A. INTRODUCTORY PHASE. You are next. The chairman is about to introduce you. At this stage it's normal for your breathing to be shallow, and for your heart to be running at a fast rate. You may feel tense all over. If you do not have at least a touch of these symptoms, your talk will likely be flat and matter-of-fact. The adrenal glands of the normal individual under this situation, charge up the nervous system for the job ahead. Even so, you need to loosen the tension sufficiently to use this built-up power effectively. To do this breathe deeply and relax your stomach muscles at the same time.



You are on your feet. The chairman has completed his introduction. If you are several steps from the speaker's position - this moment will help to relax you and clear your head.

Pause just a few seconds. No, do not apologize. Remember, you are greeting a friend - that is, a number of them. Thank the chairman - speak to the group - look at them - stand naturally, not bent over a table. No "Ladies and Gentlemen" statement -- just start talking. Not too fast but friendly, in a conversational way. Hold your cards in your hand. Have them ready for use if you need them.

You may have noticed that so far there has been no mention of jokes. If the situation is just right and the joke exactly fits, it may be safe to use the joke. More points are lost than clarified by improperly used jokes. So don't try to stretch a joke to make a point. Humorous situations, however, may be used most effectively.

By the time you get down to the point of stating your central theme or purpose, you may be trembling a little - some perspiration and the like. Simply do not let it worry you - it's natural. Shift your feet - move your arms - get busy visiting with the people. State your purpose clearly. You may want to repeat it in another way. Be sure you get it across.

B. BODY OF SPEECH. Subject Matter Precaution. Be sure that you make the major points relate to the purpose.



Voice Precaution. Your voice may tire and become tiresome to the listeners. Try lowering your chin and talk from deep down in the chest cavity. The use of visual aids will give you an opportunity to change your rate of speaking as well as the tone.

General Impression. Continue to give your entire energies to the job at hand. Be enthusiastic and sincere in what you are doing, and the group will reflect your attitude back to you. Shift position occasionally to talk to those on the right, left, and the rear, as well as those directly in front. Avoid distractions such as rubbing chin, removing glasses, or pulling nose. Speak to the people not at them; not too loudly but loudly enough to be heard.

Don't Ramble Precaution. Use your cards if you forget the next point. If, however, you do get off some, don't apologize - simply move back to the point missed, weave it in, and move on. No one but you will know. When you need to use your cards, hold them up in the best position for you to see them. It's all right for the audience to see the cards. Cards indicate preparation and thought.

C. CONCLUSION. Do not say, "Now in Conclusion" - You are stating in a few sentences what these things mean to everyone. What they can do - what farmers are doing and will do. You are agreeing on a proposition, your central theme. Say it in a friendly and sincere manner. Make your last sentence serve as a friendly "so-long." Move unhurriedly and with poise away from the speaker's position to your seat. If the program is arranged for you to answer questions from members of the group, do not make another speech - make your answers complete but brief. Be courteous and have the courage to say "I don't know," when such is the case.



RESULTS

STEP V. EVALUATE SPEECH



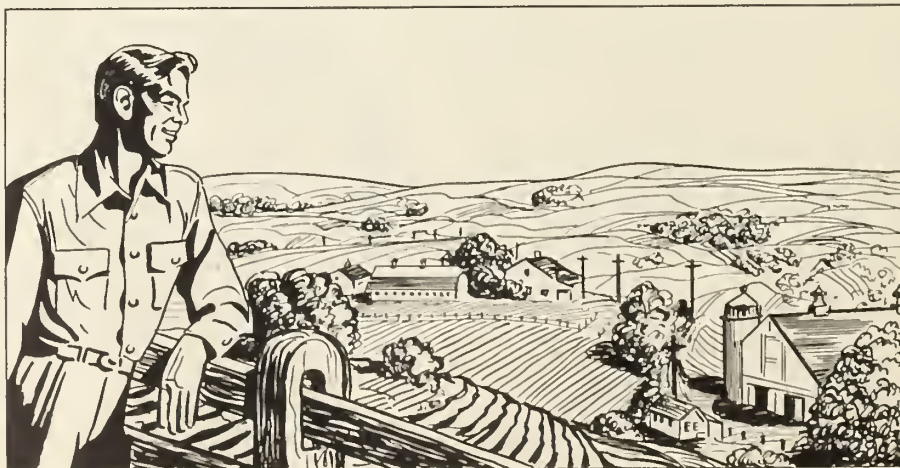
"Will it help me do my job?"

Experience is the best teacher. Analyze your experience.

Did the group attain the objective I set for them? Why or why not? Judging from group interest, what part of the talk was most effective? How well did I handle the visual aids? What fell flat, and why?

The fact that your group may not throng around in jovial congratulations or eager appreciation does not in any way denote failure. Incidents over the weeks in terms of actions or other evidence are more important.

Above all, do not let down on the next opportunity. Keep alert and go through the same painstaking preparation each time. Program progress and personal satisfaction will be reward enough.



OTHER SUGGESTIONS

1. Know the programs of your agency and their relationships to other National, State, and local programs.
2. Know your community - its agricultural history, its farming enterprises, its industries and business.
3. Know national trends in agriculture - respect the opinions of others.
4. Be alert to possibilities for speech improvement.
 - a. Use USDA library references.
 - b. Use reports on operational problems at staff conferences as a medium for speech improvement and at the same time improve staff meetings.
5. Look on speaking as a skill which you use in your regular work - for the scientist, the engineer, the agronomist, the economist, and others to make your knowledge more usable in the Department of Agriculture.

PMA MANUAL - CHANGE LIST "A"

<u>Instruction No.</u>		<u>Instruction No.</u>		<u>Instruction No.</u>	
Prior to	: Subsequent to	Prior to	: Subsequent to	Prior to	: Subsequent to
7-1-50	: 6-30-50	7-1-50	: 6-30-50	7-1-50	: 6-30-50
101.2	103-1	139.1	139-1	341.1	341-1
101.4	136-1	140.1	140-1	341.2	341-2
101.7	310-3	142.1	147-1	341.3	341-3
101.8	116-1	143.1	142-1	342.1	342-1
101.9	115-2	144.1	143-1	344.1	344-1
101.10	118-1	145.1	145-1	344.2	344-2
102.1	115-1	146.1	147-2	345.1	345-1
103.4	110-4	146.2	147-3	346.2	346-2
104.1	122-1	148.1	144-1	347.1	347-1
104.2	122-2	149.1	148-1	347.2	347-2
104.3	122-3			350.1	350-1
104.4	122-4	All 200		350.2	350-2
104.5	122-5	series		352.1	352-1
105.1	403-1	Instruc-		353.1	353-1
105.2	403-3	tions	2/	354.1	354-1
105.3	403-2			354.2	354-2
106.2	114-1	300.1	300-1	354.3	354-3
106.4	116-2	301.1	301-1	354.4	354-4
109.2	138-1	302.2	302-2	354.5	354-5
110.2	111-1	302.5	302-5	355.1	355-1
110.3	701-1	302.6	302-6	355.2	355-2
111.1	101-1	305.1	305-1	356.1	356-1
112.8	103-2	305.2	305-2	356.2	356-2
113.1	104-1	306.1	306-1	402.1	402-1
114.9	121-3	307.1	307-1	402.2	402-2
115.1	108-1	309.1	309-1	405.2	405-2
115.2	108-2	309.3	309-3	405.3	405-3
115.5	104-2	310.1	310-1	405.4	405-4
116.1	121-1	310.2	310-2	406.1	406-1
116.2	121-2	310.6	310-6	412.1	412-1
117.1	402-3	310.7	310-7	412.2	412-2
121.1	101-2	310.8	310-8	412.3	412-3
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127.11	901-1	322.1	322-1	430.1	430-1
127.18	630-1	323.1	323-1	430.2	430-2
129.1	850-1	324.1	324-1	433.1	433-1
130.1	132-1	324.2	324-2	434.1	434-1
134.2	1/	326.1	326-1	434.2	434-2
135.1	134-1	327.1	327-1	436.1	436-1
137.1	137-1	335.1	335-1	441.1	441-1

PMA MANUAL - CHANGE LIST "A"

<u>Instruction No.</u>		<u>Instruction No.</u>		<u>Instruction No.</u>	
: Prior to : Subsequent to		: Prior to : Subsequent to		: Prior to : Subsequent to	
<u>7-1-50 : 6-30-50</u>		<u>7-1-50 : 6-30-50</u>		<u>7-1-50 : 6-30-50</u>	
441.2	441-2	624.1	621-1	TW 633.1	613-1
441.4	441-4	624.2	621-2	TW 635.2	615-2
443.1	443-1	626.1	631-1	TW 636.1	616-1
443.2	443-2	640.1	701-6	TW 637.1	616-2
444.1	444-1	643.1	724(FV)-1	Memo. of	
444.3	444-3	650.2	701-7	3-20-50	
445.1	445-1	653.1	701-8	to all PMA	
445.3	445-3	660.1	701-9	Commodity	
451.1	451-1	662.1	733-1	Offices	
452.1	452-1	663.1	725-1	"Grain Ex-	
453.1	453-1	680.1	701-10	ports Con-	
453.2	453-2	683.1	433-2	trol and	
454.1	454-1	683.2	650-8	Reports"	650-7
		685.1	<u>2/</u>		
		685.2	<u>2/</u>		
		689.1	<u>2/</u>		
All 500		TW 620.2	650-1		
series		TW 620.3	650-2		
Instruc-		TW 620.5	650-3		
tions	<u>1/</u>	TW 621.1	602-1		
600.1	702-1	TW 621.2	650-4		
600.2	701-2	TW 621.3	650-5		
600.3	701-3	TW 621.4	650-6		
601.1	712-1	TW 622.1	732-1		
601.2	701-4	TW 623.1	651-1		
602.1	702-2	TW 623.2	652-1		
605.2	704-1	TW 623.3	653-1		
605.3	704-2	TW 623.4	659-1		
606.1	706-1	TW 623.5	635-1		
606.2	706-2	TW 623.6	669-1		
606.3	706-3	TW 624.1	620-1		
606.4	706-4	TW 624.2	620-2		
606.5	706-5	TW 626.1	633-1		
606.6	706-6	TW 626.3	633-2		
606.7	706-7	TW 626.4	631-1		
610.1	701-5	TW 626.5	635-2		
610.2	710-3	TW 627.2	640-1		
610.3	710-2	TW 628.1	653-2		
610.4	710-1	TW 628.2	653-3		
613.1	713-1	TW 629.1	659-2		
614.1	714-1	TW 631.1	611-1		
615.1	715-1	TW 631.2	611-2		
615.2	715-2	TW 631.3	617-1		
615.3	715-3	TW 631.4	615-1		
616.1	716-1	TW 632.1	612-1		
618.1	718-1				

1/ To be incorporated with 205-1.

2/ New numbers to be released in a few days by Fiscal Branch.

PMA MANUAL - CHANGE LIST "B"

<u>Instruction No.</u>		<u>Instruction No.</u>		<u>Instruction No.</u>	
Subsequent to : Prior to		Subsequent to : Prior to		Subsequent to : Prior to	
6-30-50 : 7-1-50		6-30-50 : 7-1-50		6-30-50 : 7-1-50	
101-1	111.1	305-2	305.2	356-1	356.1
101-2	121.1	306-1	306.1	356-2	356.1
103-1	101.2	307-1	307.1	402-1	402.1
103-2	112.8	309-1	309.1	402-2	402.2
104-1	113.1	309-3	309.3	402-3	117.1
104-2	115.5	310-1	310.1	403-1	105.1
108-1	115.1	310-2	310.2	403-2	105.3
108-2	115.2	310-3	101.7	403-3	105.2
110-4	103.4	310-6	310.6	405-2	405.2
111-1	110.2	310-7	310.7	405-3	405.3
114-1	106.2	310-8	310.8	405-4	405.4
115-1	102.1	311-1	311.1	406-1	406.1
115-2	101.9	312-1	312.1	412-1	412.1
116-1	101.8	313-1	313.1	412-2	412.2
116-2	106.4	314-1	314.1	412-3	412.3
118-1	101.10	320-3	320.3	413-2	413.2
121-1	116.1	321-1	321.1	413-4	413.4
121-2	116.2	322-1	322.1	413-5	413.5
121-3	114.9	323-1	323.1	413-6	413.6
122-1	104.1	324-1	324.1	413-7	413.7
122-2	104.2	324-2	324.2	422-1	422.1
122-3	104.3	326-1	326.1	430-1	430.1
122-4	104.4	327-1	327.1	430-2	430.2
122-5	104.5	335-1	335.1	433-1	433.1
129-1	125.6	341-1	341.1	433-2	683.1
132-1	130.1	341-2	341.2	434-1	434.1
134-1	135.1	341-3	341.3	434-2	434.2
136-1	101.4	342-1	342.1	436-1	436.1
138-1	109.2	344-1	344.1	441-1	441.1
140-1	140.1	344-2	344.2	441-2	441.2
142-1	143.1	345-1	345.1	441-4	441.4
143-1	144.1	346-2	346.2	443-1	443.1
144-1	148.1	347-1	347.1	443-2	443.2
145-1	145.1	347-2	347.2	444-1	444.1
147-1	142.1	350-1	350.1	444-3	444.3
147-2	146.1	350-2	350.2	445-1	445.1
147-3	146.2	352-1	352.1	445-3	445.3
147-4	125.5	353-1	353.1	451-1	451.1
148-1	149.1	354-1	354.1	452-1	452.1
300-1	300.1	354-2	354.2	453-1	453.1
301-1	301.1	354-3	354.3	453-2	453.2
302-2	302.2	354-4	354.4	454-1	454.1
302-5	302.5	354-5	354.5	602-1	TW 621.1
302-6	302.6	355-1	355.1	611-1	TW 631.1
305-1	305.1	355-2	355.2	611-2	TW 631.2

PMA MANUAL - CHANGE LIST "B"

<u>Instruction No.</u>		<u>Instruction No.</u>		<u>Instruction No.</u>		
Subsequent to	:	Prior to	:	Subsequent to	:	Prior to
6-30-50	:	7-1-50	:	6-30-50	:	7-1-50
612-1	TW 632.1	669-1	TW 623.6	941-1	125.2	
613-1	TW 633.1	701-1	110.3	941-2	125.3	
615-1	TW 631.4	701-2	600.2			
615-2	TW 635.2	701-3	600.3			
616-1	TW 636.1	701-4	601.2			
616-2	TW 637.1	701-5	610.1			
617-1	TW 631.3	701-6	640.1			
620-1	TW 624.1	701-7	650.2			
620-2	TW 624.2	701-8	653.1			
621-1	624.1	701-9	660.1			
621-2	624.2	701-10	680.1			
630-1	127.18	702-1	600.1			
631-1	TW 626.4	702-2	602.1			
633-1	TW 626.1	704-1	605.2			
633-2	TW 626.3	704-2	605.3			
635-1	TW 623.5	706-1	606.1			
635-2	TW 626.5	706-2	606.2			
640-1	TW 627.2	706-3	606.3			
650-1	TW 620.2	706-4	606.4			
650-2	TW 620.3	706-5	606.5			
650-3	TW 620.5	706-6	606.6			
650-4	TW 621.2	706-7	606.7			
650-5	TW 621.3	710-1	610.4			
650-6	TW 621.4	710-2	610.3			
650-7	Memo. of	710-3	610.2			
	3-20-50	712-1	601.1			
	to all PMA	713-1	613.1			
	Commodity	714-1	614.1			
	Offices	715-1	615.1			
	"Grain Ex-	715-2	615.2			
	ports Con-	715-3	615.3			
	trol and	716-1	616.1			
	Reports"	718-1	618.1			
650-8	683.2	724(FV)-1	643.1			
651-1	TW 623.1	725-1	663.1			
652-1	TW 623.2	732-1	TW 622.1			
653-1	TW 623.3	733-1	662.1			
653-2	TW 628.1	850-1	129.1			
653-3	TW 628.2	901-1	127.11			
659-1	TW 623.4	905-1	127.4			
659-2	TW 629.1	906-1	125.4			

FORM PMA-291a
(5-26-50)U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION**INSTRUCTIONS TO PACKAGING AND PROCESSING CONTRACTORS**
(PREPARATION AND DISTRIBUTION OF PMA-291, WEEKLY PERFORMANCE REPORT)**I WHO PREPARES PMA-291**

All packagers and processors who enter into packaging and/or processing contracts with PMA or CCC prepare this form as a means of submitting to PMA weekly reports of performance under such contracts. Form PMA-291 does not replace any form required in support of a claim for payment.

II WHEN TO PREPARE PMA-291

Prepare the form at the close of business each week until the contract is completed and all rejected or accepted raw commodity and/or processed commodity has been shipped from the plant.

III HOW TO PREPARE PMA-291**A General**

- 1 Prepare the form on a typewriter.
- 2 Prepare the form in an original and 5 copies. Be certain that all carbons are legible.
- 3 Show all quantity entries in pounds, but enter "none" for any item for which there is no activity to report.
- 4 Consider the commodity as in the raw state until packaging and/or processing is completed and the commodity is awaiting shipment.
- 5 Insert above the word "Pounds" in Section I the name of the raw commodity involved in the report.
- 6 No entry is required where "xxxx" appears.

B Numbered Items on PMA-291 - Each of the paragraphs below is numbered to coincide with the related item on PMA-291. The omitted paragraph numbers represent items on the form that are self-explanatory.

- 1 Insert the date the report is prepared.
- 2 Prepare reports by contracts and number the reports for each contract in numerical sequence beginning with number 1. The first weekly report for each contract will be number 1; the second report for each contract will be number 2, etc. On the last report for a contract, insert the word "FINAL" in item 2 with the report number; for example, "12 FINAL".
- 4 For the purpose of this report consider Sunday as the first day of the report period and Saturday as the last day.
- 5 Insert the name of the finished commodity as shown in the contract.
- 6 The address should be the address of the plant regardless of the location of the contractor's headquarters.
- 7 For the first report under a contract insert "None". In case of a contract for which reports have previously been submitted and for which PMA-291 is being used for the first time, enter amount received as of the last day of the previous week as shown by contractor's records.
- 10 Use a separate line for each different unit called for in the contract and insert the type and size of container in the box at the left of column (a); for example, "5 ounce cans." Insert in column (a) the quantity of finished commodity shipped during the week and in column (b) the quantity shipped to date. Total finished commodity in column (a) should equal total of 27(e).
- 11 Insert the SHIPPED quantity of RAW commodity which upon receipt or during operations was REJECTED as unfit for processing. Insert in column (a) the quantity of rejected raw material shipped during the week and in column (b) the quantity shipped to date. The entry in column (a) should equal the total of entries in 28(e).
- 13 Insert in column (a) the TOTAL quantity of FINISHED commodity on hand and AWAITING SHIPMENT at the close of the reporting period. Do not include quantities properly entered in 14, 15, and 16. See also item 10 above concerning use of separate line for each type of unit.
- 14 Insert in column (a) the TOTAL quantity of raw commodity and completely or partially packaged and/or processed commodity for which operations have been suspended because there is a question about the commodity PENDING receipt of INSTRUCTIONS from the contracting branch. Completed commodity about which there is no question but which is merely awaiting routine shipping instructions should not be included. Do not include any quantities properly shown elsewhere on page 1 as on hand. If any completely packaged or processed commodity is included, indicate in item 22 the quantity so included and the reason therefor.
- 15 Insert in column (a) the TOTAL quantity of RAW commodity ON HAND and awaiting packaging and or processing at the close of the reporting period. Include partially packaged and/or processed commodity not properly entered in 14 and 16.

AGRICULTURE-WASHINGTON

FORM NO.: PMA-291a
TITLE: INSTRUCTIONS TO PACKAGING AND PROCESSING
CONTRACTORS (Preparation and Distribution
of PMA-291, Weekly Performance Report)

ACTUAL SIZE: 8" X 10½"
PRINTED: 1 sheet, both sides

PREPARATION: None.

DISTRIBUTION: Contracting branch distributes, or arranges with Office of Administrative Services to distribute, 1 copy to each recipient of affected announcements and 3 copies to each contractor.

PROCEDURE COVERING USE: 618.1

DISTRIBUTION: A, B
6-9-50

16 Insert in column (a) the TOTAL quantity of RAW commodity which has been REJECTED as unfit and which remained UNSHIPED at the close of the reporting period.

19 To determine the entry for column (b), compute the difference between the entry in item 9 and the entry in column (b) of item 18. Prefix this difference with a minus sign if item 9 is the larger or a plus sign if item 9 is the smaller of the two items.

20 Column (a) is the amount shipped during the week. Column (b) is the amount shipped to date.

21 Insert in column (a) the total quantity of salvaged waste material on hand at the end of the reporting period. Insert "XXX" in column (b).

22 For each remark indicate clearly by number the item to which it applies. Indicate in this space by name the days the plant did not operate for packaging or processing. Confine the space to remarks pertinent to the information called for on the form.

23 Insert the actual date of signing, even if different from item 1.

24 Inspector should sign original in ink or indelible pencil, but copies may be carbon signed. If no inspector is on duty at the plant, the contractor should insert "(none)".

25 A responsible representative of the contractor should sign the original in ink or indelible pencil, but may sign copies in carbon.

26 Enter detail information concerning raw commodity received into plant since previous weekly report. Do not include cars on track. In 26(b) show car number or warehouse lot number. In 26(d) enter vendor's contract number or the warehouse name. The total of 26(e) should equal the entry in 8.

28 Show car number or truck license number in 28(b). Show order number or authority for shipment in 28(c).

29 Note that entries reported in this section represent quantities not included in any other item.

IV HOW TO DISTRIBUTE PMA-291

A Immediately after the close of each weekly reporting period, distribute the forms as follows, unless otherwise specified by the contracting officer who signed the contract for PMA or CCC.

- 1 Send original and 1 copy to the contracting officer named in the contract, at his address as given in the contract or announcement.
- 2 Send 3 copies to the PMA Commodity Office designated by the contracting officer.
- 3 Retain 1 copy for contractor's files.

V WHERE TO OBTAIN SUPPLIES OF PMA-291 and 291a

Supplies of these forms will be furnished with the announcement or at the time the contract is executed by PMA or CCC. Additional copies may be obtained from the contracting officer who signed the contract.

PREPARATION OF LETTERS OF AUTHORIZATION

(IV C 10 a)

itineraries are:

(1) When the IA authorizes a specific trip and restricts the travel to predetermined points:

"From (official station) to Chicago, Illinois, and return to (official station)."

(2) When the IA authorizes frequent trips within a specific area or territory:

"From (official station) to points within the States of Maine, Vermont, and New Hampshire and return to (official station) in such order and as often as may be necessary."

11 Purpose of travel must be related to the functions of the branch or office directing the travel. Generalization of purpose, such as "Official business of PMA," will not be acceptable to officers certifying travel vouchers. Examples of travel purposes are:

a To perform preliminary audit in connection with the appraisal of commodities owned and under loan.

b To confer with marketing agents concerning the marketing of surplus foods.

c To change official station from _____ to _____.

12 List the applicable paragraphs from 13 through 18 (and any others which may be added).

13 Indicate mileage rate(s) allowed. To prevent possible errors when reading from carbon copies of IA's, the word instead of the digit should be used; for example, "three" instead of "3."

a The mileage allowance is limited to a maximum of seven cents per mile for privately-owned automobiles and airplanes and four cents per mile for motorcycles.

b When an employee elects to use his privately-owned automobile in lieu of travel by common carrier, a

PREPARATION OF LETTERS OF AUTHORIZATION

(IV C 13 b)

maximum rate of four cents per mile may be allowed. In such cases insert in item 13-a the mileage rate allowed for usual travel from official station, cross-referenced by an asterisk to the following statement inserted on lower portion of the LA:

*"The above rate will be applicable except when common carrier could be used, in which case the maximum rate shall be four cents (4¢) per mile."

14 Employment of Assistants - When necessary, authority to employ assistants on a temporary basis may be granted in an LA, subject to prescribed regulations (see PMA 313.1). When paragraph 14 (b) is applicable, indicate the number of days the traveler may employ unskilled laborers and/or other assistants.

NOTE: Unless the arrangement at the time of hiring is on a contractual basis where the traveler pays the appointee and claims reimbursement on his travel voucher, SF-1012 (as distinguished from interim appointment pending a regular appointment), the payment therefor must be construed as a personal service and obligated accordingly.

15 Supplies and Incidental Expenses - This paragraph should be cited when the assignment is of such nature that the traveler may be required to purchase small quantities of miscellaneous supplies such as pencils, memorandum pads, etc., or incur incidental expenses such as rental of conference room.

16 Change of Official Station - When change of official station is involved, this paragraph must be cited in all cases.

a When AD-202 (4-48) is used, an asterisk should be inserted beside item 17 and the following statement (prefixed by an asterisk) inserted on the lower portion of the LA:

*"The change of official station is not made primarily for the convenience or benefit of the employee or at his request."

OBSOLETE FORMS

THE FOLLOWING FORMS HAVE BEEN DECLARED OBSOLETE AND SHOULD BE ADDED TO
"OBSOLETE FORMS - SUPPLEMENT 1".

OBSOLETE FORM	TITLE	SUPERSEDED BY
Com. Cr. Corp. Form 23(2-20-50)	Cotton Linter Storage Agreement	Com. Cr. Corp. Form 23(5-29-50)
CCC Commodity Form AA (Supp. 1)	Mortgage Supplement (Cross out this item in list dated 6-26-50)	Commodity Loan Form AA (Supp. 1)
CCC Commodity Form AA (Rev. 12-48)	Chattel Mortgage	Commodity Loan Form AA
*Commodity Purchase 3 (3-1-49)	Delivery Instructions	Commodity Purchase 3 (3-14-50)
*Cotton 520	Buyer's Special Report	MQ-100-Cotton.
DA-158	Inv. Rec. of Cert. of Quality, etc.	
FDA-467 & a,b,c,d	Fee Bill (sets or FDA-467d alone)	IS-37 & a,b,c,d
FV-L-11(3-30-49)	PACA Termination Letter	FV-L-11(6-19-50)
FV-L-30(10-29-47)	PACA Lett. Req. Payment of Arrearage	FV-L-30(6-19-50)**
FV-201	1945 Payment Record	
FV-211(4-13-49)	PACA Application	FV-211(6-13-50)
FV-274	1946 Quantity & Payment Record	
MF-71	Home Freezer Record Sheet	
MR-45	Retail Market News-Prices	
MR-49 Washington	Retailing Factors of Prepkgd. & Bulk Apples	
MR-52	Consumer Questionnaire	
MR-52-1	Record of Bulk vs Bag Sales	
MR-53	Consumer Questionnaire	
MR-53-1	Record of Bulk vs Bag Sales	
OMS-154 & a,b,c,d	Fee Bill (sets or OMS-154d alone)	IS-37 & a,b,c,d
PAC-46	Licensing Provisions, etc.	FV-444
PMA-532 Beans	Farm Acreage Report	
PMA-532-W	Farm Acreage Report	
Standard Form-1041	Affid. to be Exec. by Civil Officers, etc.	SF-61a

If an asterisk () precedes the form number, stocks of the form are to be used up.
Otherwise, stocks are to be disposed of in accordance with PMA Instruction 436.1.
If a date follows the number in the first column, do not dispose of any stocks
dated later than that date.

** Because of typographical error, the new form actually shows edition date of 6-19-30.
Agriculture-Washington

OBsolete FORMS	TITLE	SUPERSEDED BY
SU-119A-49(3-22-49)	Schedule of Inf., etc.	SU-119A-50
SU-119B-49	Schedule of Inf. Relating to Hand Labor Perform., etc.	
*SU-124(10-1-48)	Daily Manufacturing Report	SU-124(3-7-50)
*SU-131(10-1-48)	Cane Juice Analysis Record	SU-131(3-7-50)
*SU-123(10-1-48)	Factory Run Report	SU-123(3-7-50)
*SU-128(10-1-48)	Growers Deliveries of Sugar, etc.	SU-128(3-7-50)
TB-56(10-4-48)	Report on Hogshead Inspection	TB-56(6-13-50)
WD-1	Farm Record Card	PMA-487

If an asterisk () precedes the form number, stocks of the form are to be used up. Otherwise, stocks are to be disposed of in accordance with PMA Instruction 436.1. If a date follows the number in the first column, do not dispose of any stocks dated later than that date.

Agriculture-Washington

